
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, December 02, 2014 5:00 PM

The meeting was called to order at 5:09 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Gloria Heydlauff, Sarah Mueller, Karen Olstad, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sarah Dailey, Deputy Fiscal Officer; Chris Minx, Marketing and Community Relations Manager, and Diana Jones, Administrative Secretary

EXCUSED ABSENCE: NONE

CONSENT AGENDA

The consent agenda included the Minutes from the October 20, 2014 Board of Trustees meeting, the Financial Report for October 2014 and the November Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 24-14
November 2014 DONATIONS

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

Amount	Fund	Donor
\$96.80	130	Michael Kohr
\$20.00	130	Anonymous
\$20.00	130	4 Seasons Garden in Honor of Frank Himes
\$50.00	130	Sara Klein in Memory of Dave Hertz
\$30.00	130	Lesley Whiston in Memory of Dave Hertz

Mr. Yesso made a motion to approve the consent agenda. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Winter programming is kicking off with Holiday Happiness on Saturday December 6, 2014 at the Tremont Road Location. Additional programs include Home for the Holidays at Miller Park on December 4th, study rooms for high school exams, and the Downton Abbey Premier Party in January.

Ms. Porter recommended closing the Tremont Road location on Sunday October 11, 2015 for the Annual Author Visit so it can be held in the Atrium. The Board agreed and signage will be displayed notifying patrons of the closure in advance. The Miller Park and Lane Road branches will hold their regular hours.

DIRECTOR'S REPORT

Ms. Taylor shared that the Upper Arlington Public Library is once again a 5-Star Library. She also shared an additional tool to measure our success which was recently provided by the Ohio Library Council in the form a, "Return on Investment Calculator" spreadsheet. After inserting UAPL's data, the Library's return on investment to Upper Arlington was 5.82% in 2013. Administration will look to see how this compares to other area libraries as more data becomes available. This return on investment will be included in the Director's column in the UAInsight Newsletter this spring as well as the Library website.

The Library received a certificate of recognition from AEP Ohio for its commitment to energy efficiency and the environment.

Ms. Taylor advised that the arrival of light posts for the Northam Park parking lot has been delayed, possibly until January. Therefore, temporary lighting will be provided for the safety of patrons and staff.

The Finance Committee and Administration recommended that the overdue fines for videos be lowered from \$1 to 50¢ a day due to the now lower cost and easier accessibility of acquiring video materials. The Board agreed. Because fines and fees are not part of library policy, no resolution was approved. Administration had also researched having patrons pay down fines to zero before they could check out new items, but from discussions with fellow libraries, this had a negative effect with patrons. Therefore, it was not recommended that this be done.

Ms. Taylor advised that auto-renew functionality, similar to the pilot program Columbus Metropolitan Library has been piloting, will be available with the upgrade to the Polaris software in December. One large difference is that the Polaris version of auto-renew will also include automatic notification to patrons. The Board was in favor of implementing auto-renew once the CLC makes it available in the first quarter of 2015.

FINANCE COMMITTEE

The Fiscal Officer's written report is included as an exhibit to these minutes. The Notes from the Finance Committee meeting are included here:

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE MEETING
TUESDAY NOVEMBER 4, 2014 5PM
MEETING NOTES**

The meeting was called to order at 5:06 p.m.

IN ATTENDANCE: John H. Burtch, Karen A. Davis, Karen Olstad, Chris Taylor, Kate Hemleben, Kate Porter, Sarah Dailey, and Diana Jones.

Westerville Library Update

Ms. Taylor gave an update to the recent theft situation at the Westerville Public Library. It was discovered that one of two deputy fiscal officers had been stealing cash from the library for a number of years. While the Upper Arlington Public Library's Fiscal Officer and Deputy Fiscal Officer do not handle cash and there are internal controls in practice to prevent such scenarios, Ms. Davis recommended continuing to evaluate and improve the Library's internal auditing procedures.

Update on 2014 Capital Budget

There is no need to adjust the 2014 Capital Budget because both joining the CLC and phone replacement projects came in under budget and the security camera project is delayed until 2015.

2015 Budget and 5-year Projections

The Finance Committee reviewed the revised 5-year Projections and agreed to recommend the proposed 2015 Budget at the December Board meeting. A lengthy discussion of how to combine the cash balances of both the General Fund and Capital Fund with the 5-year budget details provided. It was agreed upon that Administration will add a column in order to calculate the ending balance which will exclude the 90-day cash reserve and include the unallocated expense reduction necessary to have a balanced budget by the end of 2019. These changes will be provided to the Committee at its next meeting.

The Fiscal Officer offered to create a one page summary regarding the Building Improvement Fund. This summary will calculate the ending balances for each year which will include the proposed capital budget for each year. This summary will be provided to the Finance Committee at its next meeting.

Administration shared the list of the 2015 proposed capital projects. Once the Board has approved this budget, Administration may proceed with implementing the capital projects.

Update on Impact of Fines on Annual Budget

The Finance Committee would like to recommend that the Board lower the overdue fine for media from \$1.00 per day late to 50 cents. Additionally, the Committee discussed changing the threshold for fines which prevents patrons from being able to check out materials from \$10 to \$5. Administration will also research if other local libraries require patrons to pay down fines to zero dollars rather than just under the threshold. Both the

findings of Administration and these recommendations will be brought to the December Board Meeting.

Adjournment

The meeting was adjourned at 6:24 p.m.

**RESOLUTION 25-14
2015 PERMANENT APPROPRIATIONS**

	GENERAL FUND - 100	UAPL FRIENDS FUND - 201*	RESTRICTED FUND - 250	BUILDING FUND - 402
REVENUE				
ESTIMATED BALANCE AT 1/1/2015	1,991,168	8,216	281,836	696,477
LESS RESERVE FOR 2014 ENCUMBRANCES	(419,618)	(6,666)	(61)	(395,365)
PLUS REVENUE	5,809,390	100,000	10,000	202,434
AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)	7,380,939	101,550	291,775	503,545
EXPENDITURES*				
OPERATING:				
SALARIES & BENEFITS	3,854,348	-	-	-
LIBRARY MATERIALS	819,000	-	-	-
OTHER EXPENSES	1,041,688	100,000	28,065	158,136
TOTAL OPERATING EXPENDITURES	5,715,036	100,000	28,065	158,136
NON-OPERATING				
OTHER EXPENSES / TRANSFERS OUT	202,434	-	-	-
GRAND TOTAL EXPENDITURES	5,917,470	100,000	28,065	158,136
PROJECTED YEAR-END CASH BALANCE	1,463,469	1,550	263,710	345,409

Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund.

Mr. Burtch made a motion to approve Resolution 25-14. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

RESOLUTION 26-14

**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library, Katherine Hemleben, to receive tax advances and settlements from the Franklin County Auditor for the year 2015.

Ms. Heydlauff made a motion to approve Resolution 26-14. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS COMMITTEE

The committee did not meet and had no report.

PRESIDENT'S REPORT

Administration will develop a "How to Give to the Library" brochure with the help of existing staff and also develop a list of past donors. The Operations Committee will focus further on fundraising development in 2015. Additionally, Administration will continue to update the fundraising consultants with whom the Board met between the October and December meetings.

Ms. Taylor advised that she and Ms. Porter met with a representative of The State Library of Ohio, which facilitate strategic planning for free. The Board and Administration agreed that the Library will take advantage of the State Library's assistance to gather data and provide summaries as part of a strategic planning process in 2015. As discussed earlier this year, the board will determine our preliminary success score card before conducting a planning process. The Board will then revisit the success metrics based on the results of strategic planning.

The Board is scheduled to visit Senator Hughes' office on Wednesday December 10 2014 to discuss and emphasize the importance of restoring the Public Library Fund. The Library Board and Administration will continue to lobby for restoration of the PLF as necessary.

ADJOURNMENT

Mr. Burtch made a motion to adjourn the meeting. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:02

William J. Shkurti, President

Sarah Mueller, Secretary

UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES ORGANIZATIONAL MEETING
Tuesday, December 02, 2014 6:00 PM

The meeting was called to order at 6:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Gloria Heydlauff, Sarah Mueller, Karen Olstad, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sarah Dailey, Deputy Fiscal Officer; and Diana Jones, Administrative Secretary

The following Board appointments were proposed:

Mr. Shkurti will remain as President for 2015. Ms. Mueller will be Vice-President and continue to be Chair of the Operation and Development Committee. Ms. Olstad will be the new Chair of Finance Committee and Mr. Yesso will serve as Secretary.

Mr. Burtch made a motion to approve the appointments. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The Fiscal Officer and Deputy Fiscal Officer were sworn in by Mr. Burtch with the following oath:

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Fiscal Officer/Deputy Fiscal Officer of the Library Board of Trustees in and for the said Upper Arlington Public Library, Franklin County, Ohio. I will serve to the best of my ability, and in accordance with the laws now in effect and thereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

The Board supported the 2015 Meeting Schedule, which is attached as an exhibit to these minutes. The Committee Chairs will meet with the Director to arrange the Committee Meeting Schedule.

The organizational meeting was adjourned at 6:15 p.m.